

Total Workforce Management Services (TWMS) Quick User Guide

*Managing IDPs - Workforce
Manager*



Periodic updates to the IDP module may not be reflected in this document.

November 2012

Managing IDPs in TWMS

The Individual Development Plan (IDP):

- is a document created by an employee and his/her supervisor to address training and career plans
- serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance the employee's performance and career goals
- is a living document, and should be reviewed by the employee and supervisor as changes are made due to progress of the employee's professional development and changes or revisions in career

TWMS allows an employee and their supervisor to develop the employee's IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge for the employee's present position and their future career goals. Course titles are selected from the TWMS Course Catalog and function as the prompt to enroll in the selected course(s). Requests for training are to be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for the employee to participate in. Note: A maximum of 100 hours per quarter can be assigned to an IDP.

IDP Privileges in TWMS

There are two separate privileges that are available in TWMS related to the (IDP) module:

- IDP Administration - Allows access to the IDP Administration Tool under Tools & Functions
- IDP Management - Allows the user access to and management of the IDP via the "Training/Educ/Cert & Skills" form for all employee's within their scope regardless of the user's supervisory role

If you are listed as a supervisor in TWMS then you will automatically have access to your subordinates' IDP through their "Training/Educ/Cert & Skills" form. You will not need any additional privileges through your existing TWMS account. You can also access your subordinates' IDPs if you have the "My Workforce" view available in your self-service.

This user guide focuses on the Workforce Management side of the IDP module in TWMS and is meant for Supervisors, IDP Administrators, and other related personnel. The employee (self-service) side is detailed in a separate user guide, "My IDP".

Reviewing IDPs

If you are a supervisor or IDP Administrator you will often need to review an IDP for the content that the employee has included for approval. You may need to make changes and/or update some content as you review the IDP. We always recommend that you communicate to the employee the changes that you've made using the Communications tab that is discussed later in this To review an IDP*: guide.

1. From the Home Page click on the name of the employee whose IDP you would like to review.

The screenshot shows the TWMS interface with the following details:

NAVIGATION:

- HOME
- Login/Logout
- Information:**
 - Contact Us
 - Data Update Status
 - Employee Locator
 - Documentation & Training - NEW**
 - TWMS Updates
 - Privacy Act Statement
- ACTIONS:
 - Add/Gain an Employee
 - Ad-Hoc Reporter
 - Dashboard View
 - HRO Tools
 - Manage Billets
 - MILPERS Records Admin
 - CBCA: Manage Missions
 - Manage Non-Navy Personnel
 - Muster Employees
 - Report Services
 - System Administration
 - Tools/Functions
 - View/Update your Profile

Employee Records Page:

Record Status:	Employee Type:	Last Name:	First Name:	Middle Name:	UIC/ORG	UIC:	ORG:	Sort Order:	Find	
ALL	All Types				Assigned UIC	Assigned ORG	Title	BIN	BSC	Employee Type
** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE ** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **										
<<PREVIOUS PAGE NEXT PAGE>>										
EMPLOYEE NAME	Assigned UIC	Assigned ORG	TITLE	BIN	BSC	Employee Type				
AAAAAAA, BBBBBBBB C	DEMO1	N6	PROGRAMMER ANALYST			CIVILIAN-APF				
ADAM, ROBERT LT	DEMO1	N3	STAR FLEET COMMANDER			ACTIVE DUTY				
BANVILLE, JOHN	DEMO1	N3	SYSTEM TECH	DEMO103	20410	CONTRACTOR				
BRAD, JAMES MA3	DEMO1	N64	INFO SYS TECH			ACTIVE DUTY				
BRUCE, JAMES AC2	DEMO1	N15	EDUCATION ANALYST			ACTIVE DUTY				
BUCHAN, JOHN EM3	DEMO1	N16				ACTIVE DUTY				
BURKE, EDMUND	DEMO1	N61	DATABASE ADMINISTRATOR			CIVILIAN-NAF				
CARR, MARINA	DEMO1	N5	BUSINESS ANALYST	DEMO001	80011	CONTRACTOR				
CARSON, JULIA PHM	DEMO1	N1*	INFO SYS TECH			ACTIVE DUTY				
CAYCE, EDGAR	DEMO1	N15	MANAGEMENT ANALYST	DEMO002	80011	CIVILIAN-APF				
COLLINS, MICHAEL	DEMO1	N61	COMPUTER TECHNICIAN			CIVILIAN-NAF				
CONNOLY, JAMES	DEMO1	N6	COMPUTER REPAIR SPECIALIST			CIVILIAN-NAF				
CRISP, DONALD OS1	DEMO1	N63				ACTIVE DUTY				
de NOSTRADAMUS, MICHEL	DEMO1	N11	W			CIVILIAN-APF				
DOE II, JOHN	DEMO1	N64	EDUCATION TECHNICIAN			CONTRACTOR				
Douglas, David AC1	DEMO1	N322		DEMO110	96420	ACTIVE DUTY				
DRACOLYA, VLAD J	DEMO1	N06	ADMIN	DEMO101	39600	CIVILIAN-APF				
DRACOLYA, VLAD J	DEMO1	TEST	ADMIN	DEMO101	39600	CIVILIAN-APF				
EMELIANENKO, FEDOR IT2	DEMO1	N64	LAN ADMIN			ACTIVE DUTY				
FOXHOUND, SID	DEMO1	N9	FOOD TASTER			CONTRACTOR				
GERMANICUS, GAUUS CAESAR AUGUSTUS	DEMO1	NXX	COMPUTER TECHNICIAN	DEMO104	20410	CIVILIAN-APF				
GERMANICUS, TIBERIUS C	DEMO1	N71	EDUCATION TECHNICIAN	DEMO107	11110	CONTRACTOR				
GOLDENCHOW, MISTY	DEMO1	N62A	FELINE INSPECTOR			CONTRACTOR				
GRACIE, RICKSON SH2	DEMO1	N15	Hand to Hand Combat Instructor			ACTIVE DUTY				
GUEVARA, ERNESTO C IT1	DEMO1	N3				CONTRACTOR				
GYATSO, TENZIN	DEMO1	N6	BUDDHIST PRIEST			ACTIVE DUTY				
HAYES, CATHERINE	DEMO1	N62	DATABASE SPECIALIST			CONTRACTOR				
JAMES, JOYCE	DEMO1	N62	HOST WRITER			CIVILIAN-NAF				
JORDAN, NEIL	DEMO1	N11	ADMIN ASSISTANT			CONTRACTOR				
KAFKA, FRANZ	DEMO1		JOURNALIST			CONTRACTOR				
LASTNAME, FIRSTNAME TO	DEMO1	N6	TECH LEAD			ACTIVE DUTY				
MARTIN, JULIA	DEMO1	N6	TELECOMMUNICATIONS SPECIALIST			CONTRACTOR				
MERRIK, JOSEPH	DEMO1	N001	WEBMASTER			CIVILIAN-APF				
MOUSE, MICKEY M	DEMO1	N3AT	POLICE OFFICER			CIVILIAN-APF				
mouse, mickey m	DEMO1	NDX	title			CIVILIAN-APF				
MOUSE, MINI	DEMO1	N3	ACTRESS			CIVILIAN-APF				

TOTALS: CIV-APF: 0 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 0 · Military Active: 0 · Military Reserve: 0 · Contractor: 0

Check-In Required Check-Out Required Overdue Gain/Loss

Reviewing IDPs

All IDPs can be accessed from the employee's Training/Educ/Cert & Skills form.

2. Click the **Training/Educ/Certs & Skills** button to view the training form for the selected employee.

The screenshot shows the TWMS interface with the following details:

NAVIGATION:

- HOME
- Login/Logout
- General Information
- Assignment/Position Info
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Pay History
- Training/Educ/Certs & Skills** (highlighted with a red box)
- Personal/Recall Information
- Security Clearance Info
- Work History
- Awards Info
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- CyberSecurity Workforce Info
- Uploaded Documents
- DFWP
- Data Exceptions/Changes
- Information:**
- Contact Us
- Data Update Status
- Employee Locator
- Documentation & Training - NEW**
- TWMS Updates
- Privacy Act Statement

ACTIONS:

- Add/Gain an Employee
- Ad-Hoc Reporter
- Dashboard View
- HRO Tools
- Manage Billets
- CBCA: Manage Missions
- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- System Administration
- Tools/Functions
- View/Update your Profile

GENERAL INFORMATION

NAME	SSAN	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	000000028	DEMO1 / N02	DEMO1 / N15	CIVILIAN-APP

IMMEDIATE SUPERVISOR

NAME: MICHAEL WOLFE	Select	Clear	ORG CODE: N621	WORK PHONE: 619-532-4365
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WORK LOCATION

BASE LOCATION: New Orleans, LA, United States	Select		
BUILDING NUMBER: 791	ROOM NUMBER: 543	FLOOR NUMBER:	CUBICLE/SPACE:

DATES

SCD LEAVE: 9/12/1997	SCD CIV: 9/12/1997	SCD RIF: 9/12/1997
DATE LAST PROMOTED: 12/14/2003	LAST EQUIVALENT DATE (LEQ): 12/14/2003	WGI ELIGIBLE DATE: 6/12/2005
DATE EOD NAVY/USMC: 7/6/1998	DATE EOD CURRENT COMMAND	DATE START PRESENT POSITION: 10/3/2004
DATE PROB\TRIAL PERIOD ENDS: N/A	DATE CONVERSION TO CAREER DUE: 10/3/2007	DATE SUPV/MGR PROBATION EXPIRES: N/A
DATE TEMP PROMOTION EXPIRES: N/A	DATE TEMP REASSIGNMENT EXPIRES: N/A	DATE SES PROBATION EXPIRES: N/A
DATE LWOP EXPIRES: N/A	DATE VRA CONVERSION DUE: N/A	CAREER PROMOTION ELIGIBLE DATE: N/A
DATE TEMP APPOINTMENT EXPIRES: N/A	DATE LIMITED APPOINTMENT EXPIRES: N/A	DATE RECRUITMENT RELOCATION AGR EXPIRES: N/A
DATE OVERSEAS TOUR EXPIRES: N/A	LQA EFFECTIVE DATE: N/A	DATE APPOINTED TO EXEC SVC: N/A

Buttons: Update, Separate Employee

Reviewing IDPs

If you are the supervisor for this employee or you have the proper privilege you will have access to their IDP.

- Click the **IDP** tab.

The screenshot shows the TWMS interface with the following details:

- Header:** Total Workforce Management Services (TWMS), Workforce Manager 2.0.0 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR
- Completed Training:** ** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **
- Navigation:** HOME, Login/Logout, General Information, Assignment/Position Info, Perm/Retained Grade Info, Benefits/Pay/Leave Info, Pay History, Training/Educ/Cert & Skills, Awards/Quals Info, Personal/Recall Information, Security Clearance Info, Work History, Awards Info, Military Information, Disciplinary Information, Acquisition Workforce Info, CyberSecurity Workforce Info, Assigned Assets, Uploaded Documents, DFWP, Data Exceptions/Changes, Contact Us, Data Update Status, Employee Locator, Documentation & Training - NEW, TWMS Updates, Privacy Act Statement.
- Actions:** Add/Gain an Employee, Ad-Hoc Reporter, Dashboard View, HRO Tools, Manage Billets, CBCA: Manage Missions, Manage Non-Navy Personnel, Muster Employees, Report Services, System Administration, Tools/Functions, View/Update your Profile.
- Tab Bar:** TRAINING ▾ CERTIFICATIONS/PROGRAMS AGREEMENTS EDUCATION LANGUAGES CLOS IDP (highlighted with a red box)
- Content:** Completed Training • Training Archive • Training Requirements • Projected Training
Add a Training Record Print/Export Training History: Excel PDF
Completed Training for the past 2 years.
For training older than 2 years, click on Training Archive
Sort: Date Completed Desc Sort
The main table lists completed training records with columns: Course Title, Course ID, Training Data Source, Date Completed, Date to NTPMS, Hours, CEUs, and a View button. Many rows have a lock icon next to the View button.

Reviewing IDPs

The IDP form now displays for approval and/or updating. It is divided by tabs which helps to both organize the information and communicate changes between the employee, their supervisor and the IDP Coordinator. The first tab, "Position Information", is the default view and is shown below. Data here is read-only.

[click here to](#)

[collapse/expand general](#)

[IDP information.](#)

[Demographic information](#)

[pulled in from the employee's TWMS record is displayed in the header.](#)
[The status of the IDP is shown here.](#) New IDPs

[have no status.](#)
[View other IDP](#)

[information via these tabs.](#)

[Position information pulled in from the employee's TWMS record is displayed here.](#)

[DAWIA information is displayed here as required](#)

[External links pertaining to competencies or other development activities are listed here.](#)

Individual Development Plan

The Individual Development Plan (IDP):
■ is a document created by an employee and his/her supervisor to address training and career plans
■ serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance the employee's performance and career goals
■ is a living document and should be reviewed by the employee and supervisor as changes are made due to progress of the employee's professional development and changes or revisions in career objectives

TWMS allows both the employee and their supervisor to develop the employee's IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge in their present position and also support the employee's future career goals. Course titles are selected from the TWMS Course Catalog and function as the prompt to enroll in the selected course(s). Requests for training are to be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for the employee to participate in.

Note: Approved SF182 forms, not this IDP, compile the employee's official record of training and academic achievements.

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Updated

Position Information

Position Level:	Non Supervisory	Manager	Supervisor
Organization Mailing Address:	123 Hull st., San Diego, CA 92128		
Work E-Mail:	edgar.cayce@navy.mil	Official Telephone:	(504) 555-1212
Date Start the Position	Type of Appointment	BIN	Education Level
10-03-2004	Competitive - Career-Conditional	DEMO002	Two years college
Supervisor Name			
MICHAEL WOLFE			

Defense Acquisition Workforce Improvement Act (DAWIA) Requirement

Critical Acquisition Position? (Y/N)	Key Leadership Position? (Y/N)	DAWIA Career Field	Level
N	N (Not Designated Emergency-Essential Or Key)		
Professional Competency Level		Assess Current Competencies	
0		Department of the Navy Competency Model CNIC Center for Workforce Development CNIC Competency Definitions Dec 08 DAWIA Career Development	

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

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Reviewing IDPs

Short range goals, long range goals, and expected objectives are shown here.

4. Click the **Goals and Objectives** tab to display the information shown here.

The screenshot shows the 'Individual Development Plan' interface. At the top, there are icons for Print, Save, and Undo/Redo. Below that is a header with the title 'Individual Development Plan' and a dropdown arrow. Underneath is a section titled 'Employee Demographics' with fields for Name (CAYCE, EDGAR), Employee Type (CIVILIAN-APF), Official UIC (DEMO1), Official Org code (N02), Assigned UIC (DEMO1), and Assigned Org code (N15). A status message '2013 IDP Status:Approved' is displayed. Below this is a navigation bar with tabs: Position Information, Goals and Objectives (which is highlighted with a red box and has a black arrow pointing to it from the left), Mandatory Training, KSA Selection, Short Range Training, Long Range Training, DAWIA Training, Submit/Approve, Communications, and IDP History. The 'Goals and Objectives' tab is active. The main content area contains sections for 'Short Range Goals' (summarizing desired professional or career goals for the next zero to two years) and 'Long Range Goals' (summarizing desired professional or career goals for the next three to five years). Both sections have a text input field. Below these is a section for 'Expected Objectives' with a text input field. At the bottom right is a large 'Save' button, which also has a red box and a black arrow pointing to it from the left. A note at the bottom states: '*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*' and 'For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*'. There are also small icons for Print, Save, and Undo/Redo at the bottom right.

5. Click the **Save** button if you make any changes.

Reviewing IDPs

All completed training, outstanding training requirements, and required training and/or certifications associated with the employee are shown here. Information displayed here is read only.

6. Click the **Mandatory Training** tab to display the information shown here.

The screenshot shows the 'Individual Development Plan' interface. At the top, there are icons for Print, Save, and Exit. Below that is the 'Employee Demographics' section with fields for Name (CAYCE, EDGAR), Employee Type (CIVILIAN-APF), Official UIC (DEMO1), Official Org code (NO2), Assigned UIC (DEMO1), and Assigned Org code (N15). A status message '2013 IDP Status:Approved' is displayed. The main content area has tabs: Position Information, Goals and Objectives, **Mandatory Training** (which is highlighted with a red border), KSA Selection, Short Range Training, Long Range Training, DAWIA Training, Submit/Approve, Communications, and IDP History. The 'Mandatory Training' tab is active, showing a table for 'Outstanding Required Training' with one entry: 'Requirement' (Bed Bugs Awareness Training) and 'Required By' (09/30/2013). Below that is a table for 'Billet Required Training' with one entry: 'Course Title' (CORE WINDOWS CLIENT DEV WITH MS VISUAL STUDIO), 'CIN' (DCPDS-326878), 'Start Date' (APF), 'End Date' (1), 'Delivery Method' (Direct \$ Cost). The next section is 'Billet Required Certifications' with one entry: MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE). The final section is 'Completed Training', which lists numerous training entries with columns for Qualification Id, Qualification Type, Course Title, ID / Course Number code, Due/Training End Date, \$ Cost, SF182 Approved, and Date Last Modified. Examples include ANNUAL COUNTERINTELLIGENCE AWARENESS BRIEFING, Building Monitor Indoctrination Training, and various Microsoft certification courses like CLC 058 (DAU) INTRODUCTION TO CONTRACT PRICING and CLC 024 (DAU) BASIC MATH TUTORIAL.

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Reviewing IDPs

The Goals and Objectives discussed previously will help you or the employee select specific KSAs to add to this IDP. Many KSAs to be selected are based upon a pre-selected Competency and Service-Provider level within a specific Community. Please refer to the “My IDP” user guide for more information.

7. Click the **KSA Selection** tab to display the information shown here.
8. If necessary, select the Community, Competency, and Competency Level and then select the **Update IDP** button.
Note: For further details regarding the KSA Selection tab please refer to the “My IDP” user guide.

The screenshot shows the 'Individual Development Plan' software interface. At the top, there are icons for file, print, and search. Below that is a header with 'Employee Demographics' and '2013 IDP' information. A status bar at the bottom indicates 'Status: Approved'. The main area has tabs: Position Information, Goals and Objectives, Mandatory Training, KSA Selection, Short Range Training, Long Range Training, DAWIA Training, Submit/Approve, Communications, and IDP History. The 'KSA Selection' tab is highlighted with a red border. Below it, there's a section titled 'Evaluate' with dropdown menus for 'Community' (set to 'Administration'), 'Competency' (set to 'Analyzing Data or Information'), and 'Competency Level'. A note below says 'Self Evaluation is a projection by the employee ONLY. Corresponding trainings or courses will automatically appear in your IDP. Your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.' At the bottom, a note states 'An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.'

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Reviewing IDPs

Every Competency/KSA listed on this section of the IDP will be associated with a short range training entry. These training entries must include either a course title or a Developmental Activity to support the selected Competency/KSA. Course titles are selected from the TWMS Course Catalog while Developmental Activities are entered manually. Short range training is defined as those events taking place within two years.

9. Click the **Short Range Training** tab to display the information shown here.

10. If necessary, delete or edit the Competency/KSAs listed here or add new ones. If you want to create an SF182 associated with any

Note: Competency/KSA then look for those steps later in this guide, or editing Competency/KSAs or Course Titles please

The screenshot shows the 'Individual Development Plan' software interface. At the top, there are icons for file operations (New, Open, Save, Print) and search. Below that is the 'Employee Demographics' section with fields for Name (CAYCE, EDGAR), Official Org (DEMO1), Assigned UIC (DEMO1), Employee Type (CIVILIAN-APF), Official Org code (N02), and Assigned Org code (N15). A status indicator '2013 IDP Status:Approved' is shown. The main content area has tabs for Position Information, Goals and Objectives, Mandatory Training, KSA Selection, Short Range Training (which is highlighted with a red border), Long Range Training, DAWIA Training, Submit/Approve, Communications, and IDP History. The 'Short Range Training' tab displays a table of training activities:

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
C	Skill in effective	Business Writing for Results	WRIT-24000-001	2	2012-12-28			\$0.00	\$0.00		2012-10-17	
C	Skill in effective	THE NEGOTIATION PROCESS	COMM0503		2013-01-31			\$0.00	\$0.00		2012-11-15	

Buttons at the bottom of this section include 'Add Short Range Training', 'Delete Short Range Training', 'Edit Short Range Training', and 'Add/Edit SF182'. A note at the bottom states: '*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.'

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Reviewing IDPs

Every Competency/KSA listed on this section of the IDP will be associated with a long range training entry. These training entries must include either a course title or a Developmental Activity to support the selected Competency/KSA. Course titles are selected from the TWMS Course Catalog while Developmental Activities are entered manually. Long range training is defined as those events projected to take longer than two years to complete.

11. Click the **Long Range Training** tab to display the information shown here.

12. If necessary, delete or edit the Competency/KSAs listed here or add new ones. If you want to create an SF182 associated with any

Note: Competency/KSA then look for those steps later in this guide, or editing Competency/KSAs please refer to the Manager – Revision 4.0

The screenshot shows the 'Individual Development Plan' software interface. At the top, there are three icons: a blue folder, a green globe, and a red person. Below the icons, the title 'Individual Development Plan' is displayed in yellow. To the right of the title is a small checkmark icon. Underneath the title, there is a section for 'Employee Demographics' with fields for Name (CAYCE, EDGAR), Employee Type (CIVILIAN-APF), Official UIC (DEMO1), Official Org code (N02), Assigned UIC (DEMO1), Assigned Org code (N15), and a status field labeled 'Status:Approved'. A black arrow points from the text 'Click the Long Range Training tab to display the information shown here.' to the 'Long Range Training' tab in the navigation bar. Another black arrow points from the text 'If necessary, delete or edit the Competency/KSAs listed here or add new ones.' to the 'Competency' column in the 'Long Range Training/Developmental Activities (3-5 years)' table. The table has columns for Select, Competency/KSA, Description of Developmental Activities, Course Title, CIN, Priority, Anticipated Completion, Training Institution, and Estimated \$ Cost. A red border highlights the 'Competency' column. At the bottom of the table, there is a note: '(Required field Anticipated Completion Date, must be after a 24 month period starting in the beginning of the current fiscal year)' and buttons for Add Long Range Training, Delete Long Range Training, and Edit Long Range Training. A red border also highlights the 'Competency' column in this note area. At the very bottom of the page, there is a note: '*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*'

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Reviewing IDPs

If the employee is a member of the acquisition workforce then all DAWIA Training they completed will be listed here. Additional course titles that the employee has already added to this IDP will also be displayed. You can delete or edit these course titles or add other course titles to this list that the employee must complete.

13. Click the **DAWIA Training** tab to display the information shown here.
14. If necessary, delete or edit the course titles listed here or add new ones. If you want to create an SF182 associated with any of

Note: For further details regarding this step, please refer to the "My IDP" user guide.

The screenshot shows the 'Individual Development Plan' page. At the top, there are icons for Print, Save, and Help. Below that is the 'Employee Demographics' section with fields for Name (CAYCE, EDGAR), Official UIC (DEMO1), Assigned UIC (DEMO1), Employee Type (CIVILIAN-APF), Official Org code (N02), and Assigned Org code (N15). A status indicator 'Status: Approved' is shown. The main navigation tabs include Position Information, Goals and Objectives, Mandatory Training, KSA Selection, Short Range Training, Long Range Training, **DAWIA Training** (which is highlighted with a red box and has an arrow pointing to it from the left), Submit/Approve, Communications, and IDP History. The 'DAWIA Training' tab is selected, showing two sections: 'Completed DAWIA Training' and 'DAWIA Training'. The 'Completed DAWIA Training' section lists two entries: 'CLC 058 (DAU)' and 'CLC 024 (DAU) BASIC MATH'. The 'DAWIA Training' section shows a table with columns: Select, Career Field, Course Title, CIN, DON DAU Priority, Date Completed, and Training Institution/Vendor. It contains one entry for 'Information Technology' with 'Intermediate Information' and 'IRM-202'. At the bottom are buttons for Add DAWIA Training, Delete DAWIA Training, Edit DAWIA Training, and Add/Edit SF182. A note at the bottom states: '*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*' A disclaimer below it says: '*For Official Use Only* * Safeguard in accordance with the provisions of the Privacy Act*

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Linking a KSA to an SF182

Sometimes it is necessary for an employee to fulfill a Competency/KSA by enrolling in and taking a course offered by your local command or a vendor. IDPs allow you or the employee to link a course title associated to a Competency/KSA from a short range or long range training to an SF182. As you may know, the SF182 allows for the necessary approvals for enrolling in a course and, in TWMS, it is electronically routed for these approvals. Once all approvers have electronically signed the employee's SF182 then any changes to it will automatically update the short range or long range training in the IDP.

To update the short range or long range training in the IDP, follow these steps:

- Select the Competency/KSA you want to link to an SF182.

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
<input checked="" type="radio"/>	Skill in effective	Business Writing for Results	WRIT-24000-001	2	2012-12-28			\$0.00	\$0.00		2012-10-17	
<input type="radio"/>	Skill in effective	THE NEGOTIATION PROCESS	COMM0503		2013-01-31			\$0.00	\$0.00		2012-11-15	

- Click the **Add/Edit SF182** button.

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Linking a KSA to an SF182

A new window will display a partially completed SF182 linked to the selected Competency/KSA. First, you will need to add the Training Start Date in order to save this SF182.

3. Enter the start date for this training.
4. Click the **Save** button.

The screenshot shows a web-based application for filling out an SF182. The top navigation bar includes tabs for 'Section A - Trainee', 'Section B - Trainee Course', 'Section C - Cost And Billing', 'Route SF182', and 'Upload Document'. Below the tabs are buttons for 'View/Print PDF' and 'Save'. The main form area is titled 'Section A - Trainee Information'. It contains several input fields and dropdown menus. One field, 'Training Start Date (Enter Date as mm/dd/yyyy)', is highlighted with a red box and has a black arrow pointing to it from the third step in the list. Another red box highlights the 'Save' button at the top right of the form area, with a black arrow pointing to it from the fourth step in the list. Other visible fields include 'Last Name', 'First Name', 'Middle Name', 'Applicant(s) Name', 'UIC/OrgCode/CostCenter', 'Position Level', 'Organization Mailing Address', 'Office Telephone', 'Work Email Address', 'Position Title', 'Does applicant need special accomodation?', 'Type of Appointment', 'Education Level', 'Pay Plan', 'Series', 'Grade', and 'Step'.

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Linking a KSA to an SF182

After you have saved your SF182 then you can complete the remaining information required to route it for electronic approval. If an SF182 Coordinator has access to the SF182s for this employee then they can also complete this SF182 and route it.

**Feedback will let
you know this SF182
has been saved.**

5. Complete all the required information related to the training course.

6. Click the **Save** button.

The screenshot shows the TWMS SF182 application interface. At the top, there's a header bar with tabs for 'Section A - Trainee', 'Section B - Trainee Course' (which is active), 'Section C - Cost And Billing', 'Route SF182', and 'Upload Document'. Below the tabs, a message says 'Record has been saved.' There are several input fields and dropdown menus. One dropdown under 'Select Course' is open, showing 'Business Writing for Results' with code 'WRIT-24000-001'. Another dropdown shows 'MCW & Associates' with address '123 Harbor Dr., San Diego, CA 92132'. There are also fields for 'Name and Mailing Address of Training Vendor', 'Location of Training Site', 'Vendor Telephone Number', 'Vendor Email Address', and 'Course Number Code (CIN)'. At the bottom, there's a section for 'Continued Service Agreement Expiration' with a date picker. The 'Training Objective' field contains the text: 'This course will enable the student to more effectively develop a wide variety of writing tasks.' At the very bottom, there's an 'AGENCY USE ONLY' link and a 'Back to List' button. A large red arrow points from the text 'Feedback will let you know this SF182 has been saved.' to the 'Save' button at the top right of the form.

Note: For more information about the steps to complete an SF182 please refer to the TWMS user guide for that topic.

IDP Messages & Transactions

It is easy to communicate any questions or comments about or changes to an IDP. Any notes or messages that you post can be viewed in the Communications tab by the employee, the supervisor, and the IDP Coordinator. You will also be able to see a history of changes and all notes relating to this IDP.

To write a message to others and to view changes regarding this IDP:

1. Click the **Communications** tab.

2. Write your message here.

3. Click **Save**.

4. A running history of all transactions and messages relating to this IDP will be displayed here.

The screenshot shows the 'Individual Development Plan' application interface. At the top, there are icons for Print, Save, and Help. Below the title 'Individual Development Plan' is a section for 'Employee Demographics' with fields for Name (CAYCE, EDGAR), Employee Type (CIVILIAN-APF), Official UIC (DEMO1), Official Org code (N02), Assigned UIC (DEMO1), Assigned Org code (N15), and a status indicator 'Status: Approved'. The main area has tabs for Position Information, Goals and Objectives, Mandatory Training, KSA Selection, Short Range Training, Long Range Training, DAWIA Training, Submit/Approve, **Communications** (which is highlighted with a red box and has a black arrow pointing to it), and IDP History. In the Communications section, there is a text input field containing 'Hi Mike, I found some additional training vendors for the writing class we were talking about last week.' with a character count of 896 remaining. A 'Save' button is highlighted with a red box and a black arrow pointing to it. Below this is the 'IDP Transaction History' section, which is also highlighted with a red box and has a black arrow pointing to it. This section lists various transactions with columns for idx, Created By, Date Added, Message, and KSA. The 'Message' column for the first transaction reads: 'Deleted Short Range Trainings.' The 'KSA' column for the same transaction reads: 'Knowledge of the principles of content and records management'. The 'Message' column for the second transaction reads: 'Updated Short Range Trainings.' The 'KSA' column for the second transaction reads: 'Skill in effective oral and written communications'. The 'Message' column for the third transaction reads: 'Updated Short Range Trainings.' The 'KSA' column for the third transaction reads: 'Knowledge of the principles of content and records management'. The 'Message' column for the fourth transaction reads: 'Deleted Short Range Trainings.' The 'KSA' column for the fourth transaction reads: 'Knowledge of methods and practices for troubleshooting, recovering, adjusting, modifying, and improving IT system'. The 'Message' column for the fifth transaction reads: 'Deleted Short Range Trainings.' The 'KSA' column for the fifth transaction reads: 'Knowledge of pertinent Government law and IT regulations'. The 'Message' column for the sixth transaction reads: 'Deleted Short Range Trainings.' The 'KSA' column for the sixth transaction reads: 'Knowledge of systems design standards, policies, and authorized approaches'. The 'Message' column for the seventh transaction reads: 'Deleted Short Range Trainings.' The 'KSA' column for the seventh transaction reads: 'Knowledge of the principles of content and records management'. The 'Message' column for the eighth transaction reads: 'Saved Short Range Trainings.' The 'KSA' column for the eighth transaction reads: 'Knowledge of processes, principles, concepts, policies, and objectives applicable to a program or administrative area'. The 'Message' column for the ninth transaction reads: 'Deleted Short Range Trainings.' The 'KSA' column for the ninth transaction reads: 'Knowledge of development, install, or advise on internal or other management control programs for operations'. The 'Message' column for the tenth transaction reads: 'Deleted Short Range Trainings.' The 'KSA' column for the tenth transaction reads: 'Knowledge of development, install, or advise on financial or other management control programs for operations'. The 'Message' column for the eleventh transaction reads: 'Deleted Short Range Trainings.' The 'KSA' column for the eleventh transaction reads: 'Knowledge of processes, concepts, policies, and objectives applicable to a program or administrative area'.

Approving an IDP

Supervisors will receive emails from their subordinates each time they digitally sign their IDP. Clicking the link in the email will open the IDP of that employee. The supervisor can then make changes to and/or approve the IDP.

To approve an IDP*:

1. Click on the link from the email that you receive.



**You must be a supervisor of employees in order to approve IDPs.*

Approving an IDP

This employee's IDP will open in a new window. You will now be able to review it, make any necessary changes, and/or approve it. After approving the IDP, the employee can begin to complete the various goals, objectives, and KSAs.

2. For each tabbed section, review the information this employee has included in their IDP. For more information, follow the steps found earlier in this guide.
3. Make any necessary changes as needed prior to approving this IDP.
4. Click the **Submit/Approve** tab.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Pending Supervisor Approval

Position Information Goals and Objectives Mandatory Training KSA Selection Short Range Training Long Range Training DAWIA Training Submit/Approve Communications IDP History

Position Level: Non Supervisory Manager Supervisor

Organization Mailing Address: 123 Hull Rd San Diego, CA 92128

Work E-Mail: edgar.cayce@navy.mil

Official Telephone: (504) 555-1212

Date Start the Position: 10-03-2004

Type of Appointment: Competitive - Career-Conditional

Official Telephone: (504) 555-1212

Education Level: Two years college

Supervisor Name: MICHAEL WOLFE

Defense Acquisition Workforce Improvement Act (DAWIA) Requirement

Critical Acquisition Position? (Y/N): N

Key Leadership Position? (Y/N): N (Not Designated Emergency-Essential Or Key)

DAWIA Career Field: Level

Professional Competency Level: Assess Current Competencies

Department of the Navy Competency Model CNIC Center for Workforce Development CNIC Competency Definitions Dec 08 DAWIA Career Development

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

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Approving an IDP

The first step in approving an IDP is selecting the IDP Review Phase. Be sure to add any comments that may be helpful, and select the appropriate checkboxes if you want this employee to have a mentor and/or a developmental assignment. After approving this IDP an email will be sent to the employee and, if checked, additional emails will be sent about mentoring and developmental assignments.

Only IDPs having the "Pending Supervisor Approval" status can be approved.

Click here to collapse/expand the signature history of this

signature history of this

5. Click the IDP Review Phase drop down and select the appropriate phase for this approval.

6. Add comments and select the checkboxes as appropriate.

7. Click the Click here to sign button

Individual Development Plan

Employee Demographics

Name: CAYCE, EDGAR
Employee Type: CIVILIAN-APF
UIN/UIC: DEMO1
Official Org code: N02
Assigned UIC: DEMO1
Assigned Org code: N15
2013 IDP

Status: Pending Supervisor Approval

Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Confirmation

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Signature History

entry date	status	description	employee signature	signature date	supervisor signature	signature date	signed by	comments
11/15/2012	Unapproved	Beginning of the Year	CAYCE.EDGAR.1247963223	11/15/2012			employee	Please review my IDP.
8/15/2012	Unapproved	Beginning of the Year	CAYCE.EDGAR.1247963223	8/15/2012			employee	Please review the initial inputs I've added to my IDP. Thanks.

IDP Review phase:

- Beginning of the Year
- Interim
- Mid-Year
- End of Year

Comments: Looks good. Keep me informed how you're progressing.

Are you interested in having a mentor?

(Click [here](#) to review CNIC Mentor Program)

Are you interested in a developmental assignment?

(Click [here](#) to review CNIC Developmental Assignment Program)

Click here to sign

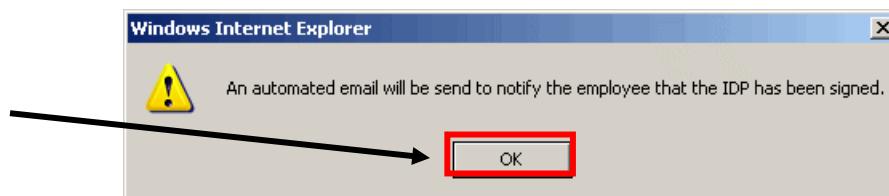
An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

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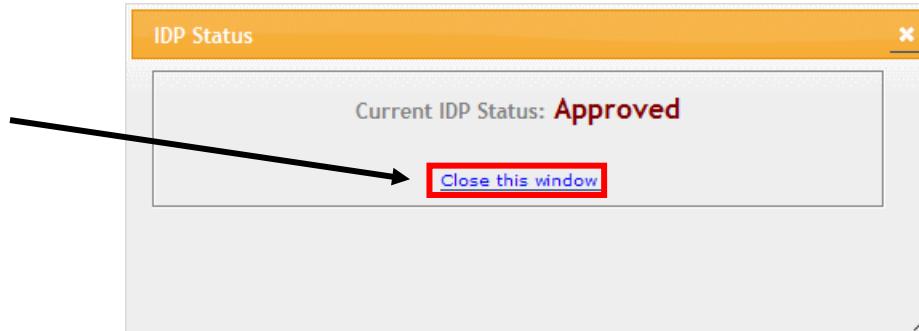
Approving an IDP

The status of this IDP will change to reflect your approval. If the employee makes any changes to the IDP after it has been approved the status will change again to “Updated”. The employee must re-submit their signature for your approval of these changes.

8. Click OK.



9. The status of the IDP has now been changed to “Approve”. Click the link to close the window.



Accessing the IDP Administration Tool

The IDP Administration tool is usually given to personnel involved in the management of IDPs in a local command, department, or group. They are referred to here as IDP Coordinators.

To access the IDP Administration tool*:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.
2. From Tools/Functions choose the **IDP Administration** button located under the Training Tools header.



**You must have the appropriate privileges to access this tool.*

Searching for Employees

The TWMS IDP Administration tool will open in a new window. This tool allows you to send specific messages, export various lists of IDP information, or archive IDPs. These actions will only take place for the employees you have selected who are within your scope whether or not they have an active IDP.

To search for employees:

1. Select and/or enter your search criteria here.

Click here to reset your search criteria.

2. Depending on the list of employees you want in your result set, click either the **Search IDP Employees** or the **Search Employees with No Active IDP Employees** button.

OVMS IDP Administration

Employee Search Criteria

UICs: Assigned Official

DECA DECA (IB)
DECA1 DECA INACTIVE UICS
DECA2 DECA
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND
DEMO2 COMMANDER, NAVY APPLICATION DEMO COMMAND #2
DEMO3 USMC TWMS APPLICATION DEMO COMMAND
DEMO4 USMC TWMS APPLICATION DEMO COMMAND #4
DFAS1 DFAS INACTIVE UICS
DIA1 DIA INACTIVE UICS
DISA1 DISA INACTIVE UICS
DJBB00JOINT STAFF FRC ST RES & ASMT DIR
DLIA1 DLA INACTIVE UICS
DMA1 DMA INACTIVE UICS
DMA2 DMA INACTIVE UICS
DSPPD00FEDERAL INFORMATION DEPOT
EURA NAVEUR INACTIVE UICS
FO0047 09B JOINT ADJ ACCT
F4708 FOREIGN CONTR INTEL PGM ADJACT
FACIA FACENGCOM INACTIVE UICS
FORN MOCC Foreign Nationals

Last Name: _____
First Name: _____
Assigned Org Code: _____
Assigned SMC: _____
Employee Type: _____

Reset

Select All UICs

Messages

Select Email Message: _____
Type Additional Comments: _____

Employees with Currently Active IDP * → **Search IDP Employees**

Employees with No Active IDP * → **Search Employees with No Active IDP**

* All column headers are sortable

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Selecting Employees

After entering your search criteria and performing a search you can select one, several, or all employees displayed in your search results.

To select employees:

1. Select the employees individually by clicking on the row corresponding to their name or select all by clicking the **Select All IDP Employees** button.

The screenshot shows the 'Employees with Currently Active IDP' section of the application. At the top, there is a 'Messages' panel with fields for 'Select Email Message:' and 'Type Additional Comments:'. Below this is a table titled 'Employees with Currently Active IDP *' containing 10 rows of employee data. The first row is highlighted in blue. Three arrows point from the text in step 1 to the first three rows of the table. A red box highlights the 'Select All IDP Employees' button at the bottom of the table. Below the table, there are several buttons: 'Archive Selected IDPs', 'Email Selected IDP Employees', 'Export List of Employees to Excel', 'Export Employee's Trainings to Excel', and 'Export Employee's IDP to Excel'. At the bottom of the page, there is a note: 'All column headers are sortable' and a footer note: '*For Official Use Only* * Safeguard in accordance with the provisions of the Privacy Act*'. The URL 'http://www.dtic.mil/cgi-bin/GetDoc?Location=U2&docID=GetDoc_U2' is also visible.

idp_id	Last Name	First Name	M1	UIC	Assign UIC	Assign Org	SMC	Type	Date Entered
43800	AAAAAAA	BBBBBBBB	C	DEMO2	DEMO1	N6		CA	2012-10-02
100	ADAM	ROBERT		DEMO1	DEMO1	N3		MA	2012-01-17
113	BANVILLE	JOHN		DEMO1	DEMO1	N3		CC	2012-02-14
38163	BRUCE	JAMES		DEMO1	DEMO1	N15		MA	2012-08-30
130	BURKE	EDMUND		DEMO1	DEMO1	N61		NA	2012-02-15
39950	CARSON	WILLIE		DEMO1	DEMO1	N15		MA	2012-09-11
34716	CAYCE	EDGAR		DEMO1	DEMO1	N15		CA	2012-08-12
34261	MARTIN	JULIA		DEMO1	DEMO1	N6		CC	2012-08-08
30696	NORMAN	RUTH	UR...	DEMO1	DEMO1	N001		CA	2012-07-17
52	SWIFT	ROB		DEMO1	DEMO1	N00		CA	2011-11-04

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Archiving IDPs

You now have several options to choose from once you have made your employee selection. Choices displayed here may be different from what is available for your command.

To archive IDPs for selected employees:

1. Click the **Archive Selected IDPs** button.

The screenshot shows a software interface for managing IDPs. At the top, there is a navigation bar with the text "DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND". Below this is a "Messages" section with fields for "Select Email Message:" and "Type Additional Comments:". The main content area is titled "Employees with Currently Active IDP *". It contains a table with 10 rows of employee data, each with a blue background. The columns are: idp_id, Last Name, First Name, MI, UIC, Assign UIC, Assign Org, SMC, Type, and Date Entered. The data includes entries like "43800 AAAAAAAA BBBBBBBB C DEMO2 DEMO1 N6 CA 2012-10-02" and "100 ADAM ROBERT DEMO1 DEMO1 N3 MA 2012-01-17". At the bottom of the table, there is a footer with several buttons: "Select All IDP Employees", "Archive Selected IDPs" (which is highlighted with a red box), "Email Selected IDP Employees", "Export List of Employees to Excel", "Export Employee's Trainings to Excel", and "Export Employee's IDP to Excel". Below the table, there is another section titled "Employees with No Active IDP *". A note at the bottom states: "All column headers are sortable".

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Emailing Employees

To send an email to selected employees:

1. Click the dropdown and select the appropriate email to send to all selected employees and/or you can type in your own message in the "Type Additional Comments" field. Any additional comments will be appended to a selected message.

The screenshot shows a web-based application for managing Individual Development Plans (IDPs). At the top, there is a dropdown menu labeled "DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND". Below it, a "Messages" section allows selecting an email message from a dropdown menu. A "Type Additional Comments" input field is also present. The main content area displays a table titled "Employees with Currently Active IDPs". The table has columns for "First Name" and "Last Name", listing names like ADAM, BANVILLE, BRUCE, BURKE, CARSON, CAYCE, MARTIN, NORMAN, and SWIFT. To the right of the table, several email messages are listed, each with a subject and a detailed description. At the bottom of the page, there are several buttons: "Select All IDP Employees", "Archive Selected IDPs", "Email Selected IDP Employees" (which is highlighted with a red box), "Export List of Employees to Excel", "Export Employee's Training to Excel", and "Export Employee's IDP to Excel". A note at the bottom states, "All column headers are sortable".

2. Click the **Email Selected IDP Employees** button.

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Exporting Lists

To export a list of employees, a list of trainings, or a list of employee's IDPs for selected employees:

1. Click one of the three **Export...** buttons available to you.

The screenshot shows two main sections of the Workforce Manager interface:

- Employees with Currently Active IDP ***: This section displays a table of employees with active IDPs. The columns include idp_id, Last Name, First Name, MI, UIC, Assign UIC, Assign Org, SMC, Type, and Date Entered. The table contains 10 items, with the first few rows visible:

idp_id	Last Name	First Name	MI	UIC	Assign UIC	Assign Org	SMC	Type	Date Entered
43800	AAAAAAA	BBBBBBBB	C	DEMO2	DEMO1	N6		CA	2012-10-02
100	ADAM	ROBERT		DEMO1	DEMO1	N3		MA	2012-01-17
113	BANVILLE	JOHN		DEMO1	DEMO1	N3		CC	2012-02-14
- Employees with No Active IDP ***: This section displays a table of employees with no active IDPs. The columns are identical to the first section. The table contains 1 item, with the first row visible:

idp_id	Last Name	First Name	MI	UIC	Assign UIC	Assign Org	SMC	Type	Date Entered
1	SWIFT	ROB		DEMO1	DEMO1	N00		CA	2011-11-04

At the bottom of the 'Employees with Currently Active IDP' section, there are four buttons: 'Select All IDP Employees', 'Archive Selected IDPs', 'Email Selected IDP Employees', and 'Export List of Employees to Excel'. The 'Email Selected IDP Employees' and 'Export List of Employees to Excel' buttons are highlighted with red boxes. Below these buttons, there are two more buttons: 'Export Employee's Trainings to Excel' and 'Export Employee's IDP to Excel', also highlighted with red boxes. Arrows from the text above point to these red-highlighted buttons.

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